



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

**INTERNAL DEPARTMENTAL TRANSFERS &
SROA or SURPLUS CANDIDATES ONLY
OFFICE ASSISTANT (T) or OFFICE TECHNICIAN (T)
\$1,908 - \$2,515 or \$2,390 - \$2,905
CRIMINAL INVESTIGATIONS - FRAUD DIVISION
RANCHO CUCAMONGA REGIONAL OFFICE**

REVISED

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The Department of Insurance, Fraud Division is seeking an experienced clerical employee to provide support for the Rancho Cucamonga Regional office. The successful candidate will have to demonstrate a high degree of initiative and independence.

RESPONSIBILITIES: Duties will include, but are not limited to, reviewing and inputting budget-related documents; preparing monthly administrative reports; receiving and screening incoming correspondence and telephone calls and referring them to the appropriate staff member or allied agency; typing memorandums, reports and correspondence from handwritten formats and recorded dictation; operating a desktop computer and a variety of software packages; assist with case intake processing; provide confidential information from data bases to law enforcement personnel as directed; operate confidential information data base systems such as IFIS and CLETS; process all incoming and outgoing mail in a timely and efficient manner; use and maintain photocopier equipment for duplication; prepare necessary agendas and arranging meetings; establishing and maintaining confidential and administrative files; making travel arrangements; preparing travel expense claims; ordering and maintaining supplies and equipment; and performing other duties as required.

DESIRABLE QUALIFICATIONS:

- Excellent public relations skills and communications skills;
- Demonstrated competence and accuracy in working with budgetary and financial computations and information;
- Demonstrated skill in various computer applications, including Microsoft Word, Excel, and Access;
- Good typing skills;
- Ability to use sound judgment and willingness to exercise a high degree of initiative, independence and originality in performing assigned tasks; and
- Ability to maintain a courteous and professional demeanor at all times.

WHO MAY APPLY: Applications will be accepted only from current California Department of Insurance employees at the Office Assistant or Office Technician levels or those within transfer range. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, transfer or Training and Development Assignment) on the state application.***

APPLICATION PROCEDURE: Send a completed standard State of California application to Christina Vaiza, Department of Insurance, Human Resources, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Please indicate "Rancho Cucamonga Regional Office – "Office Assistant (T) #413-586-1379-RCO" or Office Technician (T) #413-586-1139-RCO" on the State application.** For additional information, please call (916) 492-3411.

FINAL FILING DATE: JANUARY 27, 2003, or until filled

NOTE: Interested eligible individuals must submit their application in order to be considered for this position.

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

TC 5/30/2002
REV 1/16/2003

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.